



## Hamilton County Board of Mental Retardation & Developmental Disabilities

**Position:** Computer Instructor

**Department:** Leaders in Action

**V123-2**

Personal transportation required.

**Contact:**  
Michelle Rogers  
513-587-7328

**Job Location:**  
Support Center

**Qualifications:**

Candidate must be proficient in Microsoft Office and/or Publisher or Adobe PageMaker with the ability to communicate effectively with HCBMR/DD staff and individuals with MR/DD.

**Duties:**

Teach computer classes to individuals with MR/DD, especially those involved in the Self Advocacy program (week days and evenings).

**Requirements:**

Computer skills in Microsoft Office  
Good communication skills

**Minimum age:** 18

**Hours:** 2:00 hours per shift

**Training:**

Life experiences are augmented with mandatory orientation, procedures and process and on-the-job training.

**Special Requirements:**

None

**Environmental Conditions:**

1. Has exposure to hazardous driving conditions.
2. Has exposure to hot, cold, wet, humid, or windy weather conditions.